

INTERNATIONAL WORKSHOPS

Presented by



First National Bank

And Co-Sponsored by

U.S. Department of Commerce
The Boulder Chamber of Commerce
Boulder Small Business Development Center
The Denver World Trade Center



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“EXPORT DOCUMENTATION & PROCEDURES” and “INCOTERMS”

Tuesday, August 12, 2008

8:30 am – 4:00 pm

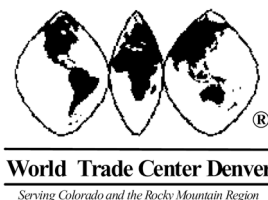
(registration beginning at 8:15)

“INTERNATIONAL PAYMENT TERMS” (LETTERS OF CREDIT)

Wednesday, August 13, 2008

8:30 am – 4:00 pm

(registration beginning at 8:15)



ABOUT THE WORKSHOPS AND WHO SHOULD ATTEND

“Export Documentation and Procedures”

Learn the “in’s and out’s” of exporting, the necessary export documentation, the U.S. export requirements (including how to complete a U.S. Export Declaration), how to prepare a Proforma Invoice, foreign country requirements, labeling, packing, and shipping requirements, etc. This workshop is for the novice as well as the experienced exporter wanting to learn more about what is involved with an international shipment.

“International Payment Terms” (Letters of Credit)

This workshop is a must for persons involved in all areas of export sales, import sales, contract negotiations, documentation preparation, purchasing, order fulfillment, order quoting, shipping, forwarding and transportation, credit and finance, logistics, legal, insurance, and consulting. Any company who is looking to expand their sales and marketing opportunities internationally, or purchasing from overseas vendors, should consider sending someone to this informative and educational workshop. This workshop will give an insight into the world of international trade transactions by providing a working knowledge of methods of payment, including documentary collections and particularly letters of credit. (It is helpful when attending this workshop to have previously attended an “Incoterms” workshop).

“Incoterms”- (Terms of Sale -FOB, CIF, CPT, DDU, etc.)

It is extremely important for anyone working in international trade to have a good working knowledge of Incoterms. Incoterms define the role of the buyer and seller in the sales transaction and they identify where the sellers risks end and the buyers risks begin. This workshop is a must for persons involved in all areas of export sales, import sales, contract negotiations, documentation preparation, purchasing, order fulfillment, order quoting, shipping, forwarding and transportation, credit and finance, logistics, legal, insurance, and consulting. Whether you are an experienced veteran in international transactions and just a little rusty on your knowledge of Incoterms, or you are new to the international arena and want to learn more about Incoterms, this workshop will help you gain a better understanding of what Incoterms are, and how to use them correctly in your international transactions (both import and export transactions – regardless of the payment terms). It is advisable to take this workshop before taking the "International Payment Terms" workshop.



WORKSHOP TOPICS

Day one AM – Export Documentation and Procedures

- Challenges in export trade
- Developing an export strategy
- Trade partners
- Factors to consider when choosing a rep or distributor
- Contract negotiation
- Quotations (proforma invoices)
- Packaging and Labeling
- U.S. Export requirements
- Export documentation and shipping
- Export management system
- Loaners/demos, N/C items and repairs
- Import clearance and customs at the foreign port
- Returns

Day one PM – Incoterms (terms of sale)

- What are Incoterms and how are they used
- How to know which Incoterm to use when
- Commonly used (and misused) Incoterms
- Incoterms and the Proforma Invoice
- Incoterms and Insurance (General Average)
- Carriage contracts
- An in-depth look at all the Incoterms
- Hoops and Hurdles and the “Big Payoff”

Day two – International Payment Terms

- Credit Considerations - methods of payment, country risk, and credit risk
- Documentary Collections as an alternate payment term
- Initiating the Letter of Credit
- The Letter of Credit Application Form
- INCOTERMS 2000 - how they are used in letters of credit
- UCP600 - the guidelines and rules for L/C transactions
- The specific roles of the different banks involved in the L/C process
- The review process - what to do once you have received the L/C
- Documentary implications - creating and presenting credit compliant documents (including samples and examples)
- Discrepancies - the impact for both exporters and importers
- Case studies - real life application of the topics covered in the workshop

THE INSTRUCTOR

Laura Pedersen,

Laura Pedersen, International Trade Services Officer for First National Bank, has over 28 years in the international arena, and holds one of the few CDCS (Certified Documentary Credit Specialist) certifications in the Midwest. For over 18 years, Laura managed the international department of a large manufacturing company, and has spent the last 10+ years in international banking.

Laura has also holds a “Certified International Credit Professional” certification from FCIB (Finance, Credit and International Business – an arm of NACM – National Association of Credit Managers). Laura is a past president, and an active member, of the Midwest International Trade Association. Laura regularly presents seminars and workshops, throughout the country, on international topics, and published a quarterly newsletter.

WORKSHOP MATERIALS

Attendees will receive useful handouts
and sample documents.

COST AND REGISTRATION

Day One
“Export Documentation &
Procedures” and “Incoterms”
\$90.00 per person*

Day Two
“International Payment Terms”
\$90.00 per person*

Both Days
A package rate of
only \$150.00 per person*

Lunch will be included both days.
Registration begins at 8:15 each day.

QUESTIONS

Call Laura Pedersen at
888-464-7804
or email at
lpedersen@fnni.com

“The information provided in these workshops
and the corresponding workshop material is
intended for general information purposes only
and does not constitute tax, accounting, or legal
advice. Although the information is generally
accurate, because of the rapidly changing nature
of the law, it cannot be guaranteed. You should
consult your attorney before relying on this
information to make a law related decision.”

PLEASE NOTE

Due to limited space, we cannot accept registrations
without payment. Payment by check, money order, or
credit card must accompany the registration form.

Workshop Location & Parking

THE BOULDER
CHAMBER
OF COMMERCE
2440 Pearl Street
Boulder, CO

Parking in rear of the
Chamber or on the street
to the west.



REGISTRATION FORM

Company Name _____

Does Your company Export__ Import__ Both__

Address _____

City, State, Zip _____

Phone _____ Fax _____

E-mail _____

Name(s) of Individuals attending:

Name _____

Day One _____ Day Two _____ Both _____

Name _____

Day One _____ Day Two _____ Both _____

Name _____

Day One _____ Day Two _____ Both _____

Name _____

Day One _____ Day Two _____ Both _____

Total amount enclosed: \$ _____

Make Checks payable to First National Bank

Credit Card Information (Please indicate one)



Card Number _____

Expiration Date _____

Name and Billing Address w/ Zip Code
(if different than above)

REGISTRATION DEADLINE

August 2, 2008

Checks and registration forms should be sent to:

First National Bank
Attn: Laura Pedersen
134 S 13th Street
Lincoln NE 68508

Cancellation must be made 48 hours before workshop for a refund.